

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Tuesday, January 23, 2024
3:00 PM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Judy Dion, Elaine Donnelly, Leah Hart, Elisa Scola, Win Treese, and Director Christopher Lindquist.

Librarian Sarah Hogan joined for part of the meeting.

The meeting was called to order at 3:03 PM.

Public Comment. None.

E. Scola moved to approve the minutes of the meeting on December 20, 2023, as distributed. Second by L. Hart. Vote 6-0 in favor.

Review monthly reports. Trustees reviewed the regular monthly reports. Director Lindquist noted that spending is on plan for the fiscal year so far. C. Lindquist also noted a possible discrepancy between the financial reporting and the motion for spending from the small funds at the September 2023 meeting; he will inquire further.

Director's report. C. Lindquist reported that there is a minor leak around the Round Room windows, again. The Town and been notified, and he is waiting for a roofing contractor to look at it.

The Minuteman Library Network (MLN) will be converting to a new computer software for the MLN catalog and circulation system. The staff has been fully trained on the new system, known as Aspen Discovery, and the conversion will shortly be completed. Once completed, it will be public facing for all our library patrons.

The categories of the original Dewey Decimal system are being reconsidered since they were established long ago. For example, the classification ranges in the "religion" category (200s) give insufficient attention to the range and variety of religions in the world. Many libraries have been reclassifying books within the 200s to better represent what is present in current collections and the contemporary world. Additional numeric range reviews for future additions to the collection can be anticipated.

The Library continues to wait for an upgraded phone system; some progress has been made.

Library staff have met with member of the Wayland Human Rights, Diversity, Equity, and Inclusion Committee to plan some future programs at the library.

On Friday, March 8, 2024, the Library is hosting a 2024 Legislative Breakfast to discuss the MBLC's FY2025 Legislative Agenda with local state legislators, who will be present at the breakfast. This meeting is being held with the Goodnow Library (Sudbury), the Maynard Public Library, the Acton Memorial Library, and the Randall Library (Stow).

Library staff are working to tweak the homepage of the website based on recent feedback and experience.

C. Lindquist provided a proposed plan of work, listing areas for significant attention in the 2024 calendar year. The plan includes some observational studies (to be conducted by staff) on library usage for all three levels of the building, look at numbers of people, kinds of uses, and so on.

Pam McCuen, Head of Youth Services, is conducting a youth services focus group with parents and caregivers who use the Children's Room and the teen space, including the high school librarian.

C. Lindquist anticipates a departmental meeting with the Finance Committee to review the library budget; he has not yet received information if this process has changed under the Select Board - Town Manager Act.

E. Donnelly suggests an introduction for C. Lindquist to Jim Mullane, Executive Director of Way CAM, for possible synergies. (Note: Trustee E. Donnelly is a member of the WayCAM board.)

Strategic Plan, update and discussion. On January 5, C. Lindquist sent an invitation for bids for \$10,000 or less to several consultants who work with libraries on strategic planning. So far, he has received one response in that range, some responses that declined to bid, and two responses suggesting a range of \$20,000-\$22,000.

By consensus, trustees authorized the Director to modify the request for bids not to exceed \$20,000.

C. Lindquist is working to assemble the Strategic Planning Group with 8-10 members. Staff members in the group will be Amy Conway and Pam McCuen. Board members A. Gennis and W. Treese volunteered to serve on the group as representatives of the Trustees. It is hoped the high school librarian will participate. C. Lindquist is still looking for community members to be part of it.

Circulation department. Sarah Hogan, head of Circulation, joined the meeting to describe what her team does. She manages the circulation staff, which includes 2 full-time and 7-10 part-time clerks, some of whom also work in the Children's Room. They are the first line of customer service for patrons, referring more complicated questions to the reference librarians when appropriate. They also handle services such as ordering books, arranging book displays, creating the staff pick bookmarks, coordinating home delivery volunteers, creating handouts, and providing other information. Some circulation staff also help with programming. Sarah works with Assistant Director Andy Moore on putting together fiction orders. She also handles ordering extra copies as needed, along with audiobooks, large print, and Libby ebooks.

The circulation workflows have changed a lot since 2020. She has been revisiting the workflows to help newer staff and reflect changes in library use since that time. Sarah also prepares the circulation statistical reports for the Trustee meeting each month. She has also been reviewing cataloging changes for the 200s section (religion).

L. Hart asked about data for making purchasing decisions. Sarah gets good reports from MLN, so she can compare local interest to network interest. She also has access to iPage (an Ingram service) about upcoming titles for reviews that can help guide purchasing decisions. The actual ordering is done by technical services.

L. Hart also asked about home delivery. Patrons call or use the website to ask about it. It is a small-scale operation now, working somewhat informally. Library staff are working to submit a Library Services and Technology Act (LSTA) grant application to the Massachusetts Board of Library Commissioners for an outreach and home delivery program with a part-time contractor coordinator to work with delivery volunteers.

Working group meeting. The building working group skipped its last planned meeting because estimates weren't ready.

There has been some evolution of the plans to remodel the lower level public restrooms, with minimal hallway space needed. The group is also looking at ways to provide accessibility on the mezzanine by adjusting the catwalk. This work is conceptual at this point.

The next meeting of the working group is tomorrow.

Friends update. A. Gennis relayed a report from the Friends that they saw \$1,034 from Raytheon Room general sales in December, with about \$300 from the special sale. They are receiving many donations, which causes some storage issues. They also received a generous monetary donation and are discussing how to use it. Membership numbers are reduced. They are working with C. Lindquist on new fundraising ideas. A. Gennis remarked she has feedback from some patrons that the lower level is feeling more like book-sale space. The Friends and library staff are still working out some of the room-sharing challenges for both the Raytheon Room and the hallway.

Trustee reports & concerns. E. Scola met with Suzanne Geiger, head of Wayland Creative Preschool. The preschool received a gift of approximately \$1,000 to be used to purchase something for the Wayland Public Library. They would like to make it related to art and children, and the discussions will continue.

Topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

The next meeting will be held Wednesday, February 28, 2024, at 9 AM at the Library.

J. Dion move to adjourn the meeting. Second by E. Scola. Vote 6-0 in favor.

The meeting adjourned at 5:12 PM.

Documents for the meeting

2023.12.20 Trustee Min - Final DRAFT.pdf
Director's Report 1.23.24 Best.pdf
FY2025MBLCLegislativeAgenda.pdf
Plan of Work for 2024 FINAL DRAFT PDF.pdf
Spending Summary as of 20240116 TE Meeting 1.23.24.pdf
Trust fund Summary as of 20240117 TE Meeting 1.23.24.pdf
Trustees Circ Stats FY24 New.xlsx
WFPL -TE agenda 2024.01.23.pdf
WFPL IFB Strategic Plan FY2026 - FY2030 BEST.pdf

Emails for the meeting

Email from ED, 12/20/23, WFPL memory book
Email from AG, 12/21/23, WFPL confirming trustees Jan meeting
Email from CL, 1/19/24, Board Packet: 1.23.24

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Friday, February 16, 2024
9:00 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Leah Hart, Judy Dion, Elaine Donnelly, Elisa Scola, Win Treese, and Director Christopher Lindquist.

Call to order: 9:04 AM

Strategic planning update. C. Lindquist reported that the Library received four solid responses to its invitation to bid for a consultant to facilitate the strategic planning process. Of the four, two were interviewed by C. Lindquist, A. Gennis, and L. Hart.

The unanimous recommendation from the interview group was to engage strategic Planning Consultant Deb Hoadley. She has extensive experience developing strategic plans with Massachusetts libraries and is also an external consultant through the Massachusetts Library System. Her bid, at \$12,000, was also lower than the other leading candidate. Locally based, D. Hoadley is much closer geographically than the other interviewed candidate, which will allow her to participate in person for planning activities. Reference checks are in progress and are very positive so far.

As part of the overall project, and in coordination with the strategic planning consultant, the Library may engage assistance from Massachusetts Library System (MLS) for space planning, focus groups, or other possible needs. Also, a Wayland resident who has facilitated previous Library focus groups is available for some assistance.

E. Donnelly moved to hire Strategic Planning Consultant Deb Hoadley to facilitate the development of the Library's next Strategic Plan, FY26-FY30, for up to \$13,000 from State Aid, subject to positive reference checks.

Second by L. Hart. Vote 6-0 in favor.

W. Treese moved to authorize the Chair, Aida Gennis, to sign the contract to engage Deb Hoadley, as approved by the Board of Library Trustees.

Second by E. Scola. Vote 6-0 in favor.

Trustee reports and concerns. It is anticipated the Permanent Municipal Building Committee (PMBC) will be meeting shortly and the Library building project will be on the agenda. A. Gennis and J. Dion were previously nominated as library representatives to the PMBC for this project.

The working group met recently and reviewed updated cost estimates. The original cost estimates dated from early in the pandemic. Due to cost escalations, delivery delays, and other necessary projects in town proceeding, status and priority of these library projects will be reviewed. It was anticipated project costs would cover a proposed hybrid HVAC system and also: the sewage connection; ADA improvements; removing the risers, adding new carpeting in the Children's Room; and external work on the building. The HVAC system may consume a sizable portion of the budget. There may be opportunities to offset some costs with grants, which will be applied for, such as from the Massachusetts Cultural Council, and with rebates from MassSave. once costs are incurred in the project work.

Topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

Public comment. None.

E. Scola moved to adjourn the meeting, with a second by J. Dion. Vote 6-0 in favor.

The meeting adjourned at 9:26 AM.

Documents for the meeting

Wayland Free Public Library Strategic Planning Proposal 2024.pdf

Emails for the meeting

Email from AG, 2/13/24, WFPL- next Trustee meeting 9 a.m. Friday, February 16.

Email from CL, 2/14/24, WFPL- next Trustee meeting 9 a.m. Friday, February 16.

Email from CL, 2/14/24, Proposal from Deb Hoadley of Hoadley Consulting

Email from CL, 2/14/24, Re: Proposal from Deb Hoadley of Hoadley Consulting

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, February 28, 2024
8:30 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Leah Hart, Judy Dion, Elaine Donnelly (joining remotely), Elisa Scola, Win Treese, and Director Christopher Lindquist.

Call to order: 8:37 AM

Public Comment. None

Approve previous minutes. E. Scola moved to approve the minutes of the meeting of January 23, 2024, and the meeting of February 16, 2024, as distributed.
Second by J. Dion. Vote 6-0 in favor.

Review monthly reports. Trustees reviewed the regular monthly reports. The regular budget spending is on track for the year, with books and materials running a little ahead. C. Lindquist reported that the Library has selected Abby McBride, from Holliston, as the new Assistant Children's Librarian, with a provisional appointment pending procedural checks. She is expected to be on board by mid-March. The new contract between the Town and the Union has been ratified, and final approval by the Town will be voted on at Town Meeting. The library staff will be conducting an "observational study" of library usage in all public spaces between March 15 and June 21, counting numbers and general demographics of patrons and noting how they are using the library. The phone system should finally be replaced by the end of March.

A. Gennis mentioned a previous problem of data loss a number of years ago and questioned the adequacy of data backup. C. Lindquist briefly described the multiple backup systems in place.

Deb Hoadley, consultant for the Strategic Planning process, has been sent a contract for the project and the Library is awaiting her signature. An organizing meeting for the project is planned for March 6. Youth Services Librarian Pam McCuen and C. Lindquist will meet with a Youth Services Focus Group to get feedback about programs, services, collections, and spaces for children, teens, parents, and caregivers.

C. Lindquist reported that librarian Courtney Michaels is in discussions with a potential speaker for an event this year supported by the Gossels Fund for Human Dignity.

Library Director Screening Committee. Since Director C. Lindquist is now well-established at the Library, E. Scola moved to disband the Library Director Screening Committee, with thanks for their work.

Second by J. Dion. Vote 6-0 to approve.

Trustee funds. L. Hart moved to pay in full the Ingram company invoice #60317799, totaling \$199.75 for books to meet the minimum annual expenditure required by three early library funds: 1863 James Draper Fund (requiring \$30 for books, \$30 for repair of books or new books/maps); 1894 James Sumner Draper Fund (requiring \$30 for new books;); 1903 Grace Campbell Draper Fund (requiring \$50 for books, not fiction, with an inscription of the fund's title, "Grace Campbell Draper Fund," in each).
Second by E. Scola. Vote 6-0 to approve.

W. Treese moved to pay renewal dues for the American Library Association in the amount of \$314 from State Aid. Second by L. Hart. Vote 6-0 in favor.

Trustees suggest this regular expense be in the operating budget in future years.

Updates from Wayland Free Public Library-Working Group, building maintenance & repair project. J. Dion and A. Gennis were sworn in as representatives of the Permanent Municipal Building Committee (PMBC) and attended the PMBC meeting last night. J. Dion reported on the meeting, reminding all the project was originally funded in 2022 with an estimate that is now insufficient, due largely to cost escalations, for the actual work needed. The next meeting on the working group is later today. Trustees discussed the state of the project. The PMBC involvement is very promising in making more progress. At the moment, it appears that a complete HVAC system upgrade/replacement now requires a significant amount of the funds.

Trustee E. Donnelly left the meeting.

Meet Pam McCuen, Head of Youth Services. Pam McCuen joined the meeting to discuss current work in Youth Services. P. McCuen noted that A. McBride previously worked at the Boston Museum of Fine Arts and was responsible for children's programs. She has extensive experience with children and is new to library work. She also has a strong interest in working with children with special needs. Abby McBride has very strong recommendations and a planned start date of March 11.

P. McCuen spoke of organizing a Youth Focus Group for the Strategic Planning process.

P. McCuen has also been hearing many compliments on the new shelving. The re-configuration of shelving allows better light into the full Children's Room and a large story time space by the windows. The horseshoe area in the back of the room is now used as a themed play area. The staff is working on a diversity audit of part of the collection of about 1,400 books appropriate for grades 6-8. This is a time-consuming process to review books that include a wide variety of topics, such as LGBTQ, racial diversity, neurological diversity, and immigration.

Legislative Breakfast. The Library will be hosting a regional Legislative Breakfast on March 8 for area library directors and trustees to meet with state legislators about state support for libraries.

Friends update. The Friends provided an update in writing.

Trustee reports and concerns. None.

Topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

The next meeting is scheduled for Wednesday, March 27, 2024, at 9:00 AM at the Library.

W. Treese moved to adjourn. Second by J. Dion. Vote 5-0 to approve.

The meeting adjourned at 10:29 AM.

Documents for the meeting

2024-01-23 BoLT minutes Best.pdf

2024-02-16 BoLT minutes - special meeting Best.pdf

Aida Letters to Trustees LDSC.pdf

Board Packet February 28 2024 .pdf
Deb Hoadley Scope of Services - Wayland Free Public Library.pdf
Director's Report 022824 Best.pdf
Invoices BoLT Mtg 022824 2.pdf
Invoices BoLT Mtg 022824.pdf
Spending Summary as of 20240223.pdf
Trust fund Summary as of 20240223.pdf
Trustees Circ Stats FY24 022824.xlsx
WFPL - TE Mtg Agenda 2024.02.28 Best.pdf
Summary of Library funds
Letter from Meredith Tobe, President of the Friends

Emails for the meeting

Email from CL, 2/26/24, Board Packet: February 28, 2024
Email from AM, 2/26/24, publicity correction
Email from CL, Re: publicity correction 2/23/24

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, March 27, 2024
9:00 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (chair), Elaine Donnelly, Judy Dion, Win Treese, and Director Christopher Lindquist.

Absent: Trustees Leah Hart and Elisa Scola.

The meeting was called to order at 9:05 AM.

Public Comment. None.

Minutes. E. Donnelly moved to approve the minutes as distributed. Second by J. Dion. Vote 4-0 to approve.

Review monthly reports. Trustees discussed the circulation report, which led to a brief discussion of how ebooks and physical books compare in terms of costs and circulation. The members also reviewed the budget spending to date, which is on track for the year. C. Lindquist noted that the staff is working on pacing new materials acquisition to minimize a rush at the end of the fiscal year.

C. Lindquist is also encouraging staff to take advantage of training opportunities. Several staff members will attend the Massachusetts Library Association annual conference. There will also be an upcoming training session for staff for an active shooter situation.

The process of reclassifying books using more contemporary ranges in the Dewey Decimal system continues.

The library is now almost entirely on the town network, with the new phones still waiting for activation.

Gossels program, with speaker Callie Crossley. Renowned journalist Callie Crossley will be speaking at the Library on Sunday, April 7, 2024, in an event supported by the Gossels Fund for Human Dignity. Her focus will be on the news and community silos that prevent the productive exchange of ideas, isolate us, and hinder the growth of an inclusive, diverse democracy. Trustees expressed excitement about the event and discussed possibilities for publicity.

Building maintenance and repair project. A. Gennis, J. Dion, and C. Lindquist reported from the recent meetings of the Working Group (3/25/2024) and Permanent Municipal Building Committee (3/26/2024) meetings. The main next steps are on hold pending a contract renewal with the architecture firm. The focus is shifting to small projects with more direct impact on patrons, such as the sewer tie-ins, a ramp outside the northeast emergency exit to an area of refuge, making the Children's Room exterior door accessible from the parking lot, improvements to the lower-level layout and restrooms, accessibility modifications in the elevator. Short-term improvements to the HVAC system may also receive attention depending on costs.

Strategic Plan, update, discuss next steps. Most sessions for the strategic planning process have been scheduled now. The focus group meeting for the Board of Library Trustees will be on April 24 at 9:00 AM.

Friends update. No report to share.

Trustee reports & concerns. None.

Next meeting dates. Trustees will meet on April 24, 2024, at 9 AM for strategic planning focus session group. The next regular meeting will be on May 1, 2024, at 9 AM.

E. Donnelly moved to adjourn the meeting. Second by J. Dion. Vote 4-0 to approve.

The meeting adjourned at 10:26 AM.

Documents for the meeting

2024-03-20 BoLT special meeting minutes - DRAFT 2.pdf
BOLT Speical Meeting Minutes 2024-03-20 - REVISED FINAL DRAFT.pdf
CrossleyFlyer 040724.pdf
Director's Report 032724 Final.pdf
Spending Summary as of 20240312.pdf
Trust fund Summary as of 20240315.pdf
Trustees Circ Stats FY24 New 03.27.24.xlsx
WFPL - 2024.03.27 TE mtg agenda.pdf

Emails for the meeting

Email from CL, 3/22/24, Packet: March 27, 2024
Email from CL, 3/26/24, Revised minutes for special Board meeting on 3.20.24

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, April 24, 2024
9:00 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Leah Hart, Win Treese (attended remotely), Judy Dion, Elisa Scola, Director Christopher Lindquist, and Strategic Planning Consultant Deb Hoadley (Hoadley Consulting).

The meeting was called to order at 9:04 a.m.

Strategic Planning Consultant Deb Hoadley (Hoadley Consulting) met in person with the Board of Library Trustees for a focus group session. Following a strategic planning process update from Ms. Hoadley, there was a lengthy discussion about the building and various ideas and concepts around functional and space issues with the current library. Following the building discussion, Ms. Hoadley facilitated a conversation about the community of Wayland and how the library could play a role in meeting the needs, issues and gaps that may be happening in the town.

Community Needs, Wants and Vision Discussion

Ms. Hoadley posed the following question: What are some of the issues, challenges and gaps in service right now that Wayland is facing?

Responses included:

- Wayland is more of a bedroom community
 - Creating silos – school community, senior community, singles, working at home, etc.
 - Need for 3rd place
 - Lack of community activities / events
 - No real town center - drawing people there
 - Need more town celebrations – town pride
- People are working from home – there are associated needs for these people
 - Place to be that has technology
 - Quiet place to make a phone or hold a remote or in-person meeting
- Local news and info - no central place for info
- Intellectual and civic discourse – need a place where this can happen
- Information changes are moving at a rapid pace
 - This space is different now
 - How will information be curated and filtered going forward
- Does this fit in with what the 2020-2030 role of the library is and its mission?
 - Need for Information Literacy / Media Literacy – AI education and how it will impact everyday lives
 - Need for updated technology into the library
 - Helping community navigate what is out there
 - How will people search and get good and reliable information

- "Community compact" - free
 - Library is a place that is nonjudgmental info – people can ask questions without privacy and confidentiality being breached
 - What you need can be found at the library
- Should the library have a “Makerspace”?
 - Is there a way to create a partnership with Natick?
- Digital and Social Media engagement
 - Larger context around marketing
 - Access is different among different demographics
- Ongoing partnerships – schools – is there a way to strengthen these partnerships and seek more collaborations across the community?
- Library is about “Discovery & Exploration”
- Library needs to utilize experts to help inform and educate
- Think about library as access to resources
 - How can the library transition and be a place for kids who are not "into" books and still are seeking information and intellectual stimulation?
- Middle School mission - curious, engaged
 - This is the generation of "flash" info – quick, bite-sized nuggets that are easily digestible and sought out by many of the students
- Capitalize on the library being a “Trusted resource and authority for accurate information”
- WayCam – need a stronger connection
- Multigenerational programming:
 - How to connect all the sectors
 - How to bridge age divides; cultural divides
- Library - Hub of Community & Resource Center

S.O.A.R. (Strengths, Opportunities, Aspirations & Results – About the Library)

Due to time constraints, the trustees were asked to complete the S.O.A.R. charts on their own and send them to Ms. Hoadley by May 3rd.

Trustee reports and concerns. None.

Topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

L. Hart moved to adjourn the meeting. Second by E. Scola. Vote 5-0 to approve.

The meeting adjourned at 11:04 a.m.

Emails for the meeting

A.Gennis, 2024.04.24, WFPL agenda Trustee Focus Group Wed. 4-24-24.

Documents for the meeting

None.

Respectfully submitted,

Christopher Lindquist, Acting Secretary

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, May 1, 2024
9:00 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (chair), Elaine Donnelly, Judy Dion, Leah Hart, Elisa Scola, Win Treese. Director Christopher Lindquist participated remotely. Librarian M. J. Wright joined for part of the meeting.

The meeting was called to order at 9:10 AM.

Recognition and appreciation to retiring Trustees. A. Gennis expressed appreciation and thanks to retiring trustees Judy Dion, whose regular term ends at the upcoming Town Meeting, and Elisa Scola, who is stepping down as of the day of the Town Election.

Minutes. E. Scola moved to approve the minutes of the meeting on Marcy 27, 2024, as distributed. Second by J. Dion. Vote 6-0 to approve.

Review monthly reports. Trustees discussed the circulation, financial, and Director's reports. Spending is approximately on track, and the staff is paying attention to using the funds appropriately through the end of the fiscal year. C. Lindquist reported that the second and final disbursement of State Aid has been received for the fiscal year. C. Lindquist also reported that the Town Benefits Manager is working to correct some problems with earned sick leave time for part-time staff, including appropriate retroactive adjustments. E. Donnelly asked about how this affects the budget, and C. Lindquist will report back.

C. Lindquist reported that the reclassification of the Dewey Decimal numbers for some sections of the nonfiction collection continues. A. Gennis asked about what guidance the Library staff is for the reclassification work. C. Lindquist said that the Minuteman Library Network has been providing reference materials and training for librarians to support that work.

C. Lindquist reported that the transition to the new phone system may actually happen by the end of May.

Preservation of historic materials. Librarian M. J. Wright joined to discuss proposed projects for preserving some of the Library's historic materials.

The first proposal was to digitize the Wayland Library Donors book, 1848-1886. M. Wright suggested not spending money for scanning the blank pages, and Trustees concurred. J. Dion moved to approve up \$900 from the 1863 James Draper Fund to digitize the handwritten Wayland Library Donors book, 1848 – 1886 at the Northeast Document and Conservation Center. Second by E. Scola. Vote 6-0 to approve.

M. Wright also brought a proposal to apply for a conservation and exhibition grant of up to \$3,000 for materials and fabrication of an acrylic box for the Library's antique wooden delivery box. Trustees discussed the goals for preservation and display of the box. The consensus conclusion was that M. Wright will investigate alternative storage possibilities to keep the box safe, and plan for only occasional display using the Library's existing display cases.

Pay invoices for ESOL Tutor Training. E. Scola moved to pay two invoices of \$300 each, one to Virginia G. Steel and one to Jane Albert, both dated March 29, 2024, for the ESOL Tutor Training Course, using \$600 in funds from the Millennium Fund. Second by J. Dion. Vote 6-0 to approve.

Building project. A. Gennis reported from the working group meeting on the building work. The current plan is to:

1. In the Children's Room, remove the risers, remove the carpeting from walls in that section, and replace the carpeting in the entire Children's Room.
2. Rework Children's Room lower-level entrance for accessibility from the parking lot.
3. Rearrange the interior space, including the "office" area used by Head of Youth Services Pam McCuen, to accommodate the accessibility path from the door.

Strategic planning process. C. Lindquist reported that the focus group meetings are in progress, with more coming up. The Community Forum had sparse attendance, in part because of ending up on the calendar at the same time as other activities of community interest. The Strategic Plan working group will meet on May 6.

Trustee reports & concerns. J. Dion passed along stationery and letters from her role as corresponding secretary for the Board.

Topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

The next meeting will be on May 29, 2024, at 9 AM.

E. Scola moved to adjourn. Second by J. Dion Vote 6-0 to approve.

The meeting adjourned at 11:02 AM.

Documents for the meeting

2024-03-27 BoLT meeting minutes - FINAL DRAFT 2.docx

20240429 Trustees Circ Stats FY24 New.xlsx

BOLT May 1_ Wooden Delivery Box.pdf

Bill WFPL 2024 Spring JA.docx.pdf

Bill WFPL 2024 Spring VS.docx (1).pdf

Director's Report 050124 Best.pdf

Funding for Donors Book.pdf

Spending Summary as of 20240423.pdf

Trust fund Summary as of 20240426.pdf

WFPL - 2024.05.01 TEAgenda Revised Final.pdf

Emails for the meeting

Email from AG, 4/1/24, WFPL - reminder upcoming public forum Fwd: April News & Events from the Wayland Library

Email from AG, 4/21/24, WFPL-agenda trustee focus group Wed. 4-24-24

Email from CL, 4/22/24, SPIRIT Workshop final push!

Email from CL, 4/24/24, Fwd: S.O.A.R. chart

Email from AM 4/26/24, cxn 4/29 library publicity

Email from CL, 4/27/24, Board of Library Trustees packet: May 1, 2024

Email from WT, 4/29/24, Re: Board of Library Trustees packet: May 1, 2024

Email from AC, 4/29/24, cc Re: Board of Library Trustees packet: May 1, 2024

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, May 29, 2024
9:00 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (chair), Leah Hart, Candace Hetzner, Win Treese, Emily Weintraub, and Director Christopher Lindquist. Absent: Trustee Elaine Donnelly. Emily Kristofek joined for part of the meeting.

The meeting was called to order at 9:08 AM.

Public Comment. None.

Welcome to newly elected Trustees. A. Gennis welcomed newly elected Trustees Candace Hetzner and Emily Weintraub to the board, with introductions all around.

Minutes from previous meeting. L. Hart moved to approve the minutes from the Board of Library Trustees meeting of May 1, 2024, as distributed. Second by E. Weintraub. Vote 5-0 to approve.

Review monthly reports. Trustees discussed the regular monthly reports. The monthly circulation statistics do not always reflect the lending of books to other libraries in the Minuteman Network, because those statistics are only received quarterly. C. Lindquist reported that the staff is still working with the Town to track and correct sick leave time accumulation for part-time staff, it has not been kept correctly in the Town systems. He also noted that it is unclear if the \$100,000 in the library's 5-year capital budget for FY25, approved at Annual Town Meeting 2024 as part of the Facilities' budget, will be sufficient to carry out the Radio Frequency Identification (RFID) tagging project since the amount was determined several years ago. RFID tagging is a circulation tool with a radio frequency identification tag inserted in each circulating item and a pad on which materials sit with a reader (scanning tool) above the pad to scan items to a patron's library card. The original proposal was for the tags for the materials and likely did not include funds for the scanning equipment. C. Lindquist noted RFID was introduced and became a standard in library operations about 15 years ago, including at our neighboring libraries. The telephone project continues to be nearly complete. C. Lindquist discussed possibly reconfiguring the parking lot to ensure staff has parking throughout the day by doubling up a few spaces for staff. C. Lindquist shared a concept of a plan that may be explored. The Director's Report also noted that the Swain Collection of Young Adult books may be moved upstairs as a consequence

of the ADA work in the Children's Room which may cause a relocation of the circulation desk to the wall with the existing Swain Collection materials.

Discuss status of library payroll for balance of FY24. There is a likely deficit in the personnel budget for the end of this fiscal year. C. Lindquist noted this was recently discovered and predated his and the office manager's arrival. He anticipates the deficit may be partially offset by other funding lines in the operating budget, carefully deferring some expenses into the next fiscal year. L. Hart moved to expend up to \$10,000 from State Aid funds to bridge the expected personnel budget deficit for FY24. Second by W. Treese. Vote 5-0 to approve.

Discuss library funds, including donated funds management, expenditure authorization, and Select Board draft gift policy. A. Gennis reviewed several issues with the management of the funds donated to the Library, how expenditures are authorized and processed, and the draft Town gift policy presented to the Select Board by the Town Manager. Trustees discussed various ideas on how to clarify the processes and policies consistent with the Trustees' statutory fiduciary responsibilities for the management and expenditure of donated funds.

Strategic planning process. C. Lindquist reported that the strategic planning process is continuing as planned, and asked Trustees (and anyone else) to spread the word about the Library survey, available online and on paper at the Library. So far, the number of responses is lower than hoped.

Working Group for the building maintenance and repair project. A. Gennis reported that the Working Group has a meeting scheduled for later today and that there is no progress to report since the previous meeting.

Report from the Friends. Emily Kristofek, liaison to the Board from the Friends of the Wayland Library (FOWL), joined the meeting for an update from the Friends. Book sales continue to be strong, with \$700 in revenue this month. The Friends have added stools in the Raytheon Room for browsers' comfort. They may relocate the hallway donation bin to avoid confusion between items donated but not yet tagged for sale and items already tagged for sale. It has been observed that although donations are located far from the sale in the Raytheon Room, it is not always clear to patrons which materials are available for purchase. The Trustees and E. Kristofek discussed the use of secure storage space, possibly in the Freight House.

Trustee reports and concerns. None.

Topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

Next meeting dates. The next meeting is planned for June 26, 2024, at 9 AM. Trustees also planned the meeting schedule for the rest of the schedule through approximately the next Town

Meeting. Meeting dates are dependent upon achieving a quorum for the meeting. For 2024: July 31, August 21 or 28, September 18, October 23, November 20, and December 18. For 2025: January 15, February 26, March 19, April 16, and May 14.

L. Hart moved to adjourn the meeting. Second by C. Hetzner. Vote 5-0 to approve.

The meeting adjourned at 11:18 AM.

Emails for the meeting

Email from CL, 5/15/24, Newton Free Library exhibit: The Ongoing & Relentless Nakb

Email from CL, 5/17/24, Community Survey

Email from CL, 5/24/24, Board packet: May 29, 2024

Email from CL, 5/24/24, Board packet: May 29, 2024

Email from AG, 5/27/24, WFPL - reminder Trustee Meeting - Wed. May 29 at 9:00 a.m

Email from CL, 5/28/24, Final draft of the minutes for May 1, 2024

Documents for the meeting

2024-05-01 BoLT meeting minutes - FINAL DRAFT.pdf

Director's Report 052924 Best.pdf

Library Parking Reconfiguration 7-29-19.pdf

SURVEY BOOKMARK SINGLE.pdf

Spending Summary as of 20240523.pdf

Trust fund Summary as of 20240523.pdf

Trustees Circ Stats FY24 New 052924.xlsx

WFPL - TE Agenda 05.29.2024 Final.pdf

Millennium Endowment Fund of the Wayland Free Public Library

Massachusetts General Laws Title XII Chapter 180A Section 1: Corporations: Definitions

Massachusetts General Laws Title XII Chapter 78 Section II: Libraries: Board of Trustees;
Powers and Duties

Example previously-distributed summary of Library gift funds (dated 12/15/2021)

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, June 26, 2024
9:00 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (chair), Elaine Donnelly, Win Treese, and Director Christopher Lindquist. Trustee Leah Hart joined the meeting remotely. Trustee Emily Weintraub joined the meeting at 9:12 AM. Absent: Trustee Candace Hetzner. Library Assistant Director Andrew Moore joined for part of the meeting.

The meeting was called to order at 9:03 AM.

Public Comment. None.

Review, vote to approve draft minutes of April 24, 2024, May 29, 2024. The minutes of the April 24th meeting were amended to correct some typographical errors and to reflect that they were prepared by consultant Deborah Hoadley. W. Treese moved to approve the minutes of April 24, 2024, as amended. Second by E. Donnelly. The motion was approved 5-0. Voting aye: Donnelly, Gennis, Hart, Treese, Weintraub. Voting nay: None. A. Gennis moved to accept the minutes of May 29, 2024, as distributed. Second by W. Treese. The motion was approved 5-0. Voting aye: Donnelly, Gennis, Hart, Treese, Weintraub. Voting nay: None.

Review monthly reports: Financial, Statistical, Director's Report. Trustees reviewed the regular monthly reports. Circulation is consistent with history and recent experience. Overall budget spending is on target. The salary budget will be somewhat over for the year because of an earlier oversight from before Director Lindquist arrived, as discussed at the previous meeting. The shortfall was covered by delaying some expenses to FY25, partial offsets using surplus funds on other budget lines, and a \$20,000 transfer from the Town.

C. Lindquist also reported that he is part of a joint management-labor committee with the Town Manager to review current positions and job descriptions to ensure that they reflect the realities of each position. This is part of preparing for the town-wide Classification and Compensation study, which will be undertaken as approved at Town Meeting.

The Library was open for part of the day on June 19 (the Juneteenth holiday) to operate as a cooling center for the town. Director Lindquist will work with other parts of the Town to clarify when and how the Library can respond for as needed during times when the Library is not normally open. As part of the discussion, Trustees suggested that he consider proposing an FY26 budget alternative that extends opening hours on Saturdays during the summer.

C. Lindquist also reported on a more detailed look at possibilities for the parking lot. The tandem parking concept probably does not work in practice because there is not quite enough physical space. It may be possible to add a small amount additional parking beyond the freight house. There is also some consideration for adding a staircase down the embankment for safer pedestrian access, but there is not

current budget for this. There will also be necessary consultations with the Conservation Commission and others. Trustees discussed whether the Town might be willing to relocate parking for access to the rail trail. C. Lindquist noted that the survey for the strategic plan reflected many concerns about parking. C. Lindquist also noted that the staff is working on some plans for using the Library's portion of the freight house, particularly for storage during the renovation of the Children's Room.

Meet and greet Andy Moore, Assistant Director. As part of introducing more of the staff to the Trustee meetings, Assistant Director Andy Moore joined the meeting. A. Gennis thanked Andy for his long service to the Library. He described some of his work, praising the part of the staff he supervises. Andy has also given notice of his retirement. He particularly recommends that a person always answer the phone, instead of having a voice menu.

Discuss library funds, including donated funds management, expenditure authorization, select board draft gift policy. A. Gennis noted that the following morning there would be a meeting of the chairs of the Select Board, Trust Fund Commission, and Board of Library Trustees, along with the Town Manager and Town Counsel to discuss a draft Town Gift Policy. There are some questions about how it would or should apply to the Library, including statutory responsibilities for the Trustees, relationship to existing practices, and how it related to existing Library gift funds.

Bill Whitney, chair of the Select Board, was present for part of the meeting. A. Gennis invited him to comment briefly during the discussion.

E. Donnelly left the meeting at 10:30 AM.

Discussions of the building maintenance project, the strategic planning process, Board governance, and review of the Collection Development Policy were deferred to a later meeting.

Trustee reports, concerns and topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

The next meetings are planned for July 31, August 21, and September 18, with quorum checks and possible adjustments to the schedule possible.

L. Hart moved to adjourn the meeting. Second by E. Weintraub. Vote 4-0 in favor. Voting aye: Gennis, Hart, Treese, Weintraub. Voting nay: none.

The meeting adjourned at 10:45 AM.

Respectfully submitted,

Win Treese

Documents for the meeting

2024-05-29 BoLT meeting minutes - FINAL DRAFT.pdf

Collection Development Policy Current.pdf

Director's Report 062624 Best.pdf

Gift and Donation DRAFT Policy 03.22.2023.docx

Gift and Donation Policy KP-#864851-v1.docx

Revised Collection Development Policy Final Draft.pdf
SKM_C22724042411410.pdf
Spending Summary as of 20240621.pdf
ToW Gift Policy - Draft 2023.pdf
ToW SBd Governance Guidelines 2023 final.pdf
Trust fund Summary as of 20240621.pdf
Trustees Circ Stats FY24 New BOLT meeting 062624.xlsx
WFPL - 06.26.2024 TE Mtg Agenda.docx.pdf
WFPL 3-27-98 TE Min Mill. Doc.pdf
WFPL Board of Library Trustees Meeting 042424 Final Draft.pdf
WFPL Board of Library Trustees bylaws 03.21.07.pdf

Emails for the meeting

Email from AG, 5/30/24, WFPL - dates for future Trustee meetings until next Town Election
Email from AG, 5/30/24, WFPL - invoice signing scheduling
Email from AG, 6/3/24, WFPL invoice signing June 2024-May 2025
Email from CL, 6/4/24, Extending the community survey through June 21st
Email from AG, 6/8/24, WFPL - reminder 2 weeks left for survey responses
Email from AG, 6/24/24, WFPL - reminder, Trustee meeting Wed. June 26, 2023 at the libr...
Email from AG, 6/24/24, WFPL - Fw: Millennium Fund brochure
Email from CL, 6/24/24, Board packet: June 26, 2024
Email from WT, 6/25/24, Re: WFPL - reminder, Trustee meeting Wed. June 26, 2023 at the libra...
Email from AG, 6/25/24, WFPL - TE meeting tomorrow 9:00 am at the library - for review

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, July 31, 2024
9:00 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (chair), Leah Hart, Candace Hetzner, Win Treese, Emily Weintraub, and Director Christopher Lindquist.

Absent: Trustee Elaine Donnelly.

The meeting was called to order at 9:02 AM.

Public Comment. None.

Review, vote to approve draft minutes of June 26, 2024. L. Hart moved to approve the minutes of the June 26, 2024, meeting as distributed. Second by E. Weintraub. Vote 5-0 in favor to approve.

Review monthly reports: Financial, Statistical, Director's Report. Trustees reviewed the regular monthly reports. C. Lindquist explained that some large expenses, such as the subscription to the Minuteman Library Network, are front-loaded in the fiscal year and show up in the current expenses. Books and materials are annually budgeted at 16% of the operating budget, required in a community of our size, and contribute to the library meeting the Municipal Appropriation Requirement (MAR) required for state library certification. Trustees briefly discussed whether or not future budget requests should propose increasing spending above the MAR. E. Weintraub asked if peer libraries spend above the MAR, and C. Lindquist agreed to follow up on that.

C. Lindquist reported that Assistant Director Andy Moore has given notice of his retirement, effective in September. The search process for a new Assistant Director has begun. Librarian Abby McBride will be on maternity leave for eight weeks beginning in August.

It is anticipated the modifications to the Children's Room will begin soon. During the maintenance and repair work the Children's Room will effectively relocate to the reference area on the main level with activities likely occurring in the apse in the North Wing. The ESOL materials will be moved temporarily to the east mezzanine level with tutoring and conversation groups occurring there as well. Some items from the Children's Room, main floor, etc. will be stored in the Raytheon Room or the Freight House. The Raytheon Room will, therefore, be unavailable for meetings/activities during construction. During this time, the Friends will not be operating their book sale and will not be accepting book donations. Plans are for the project to be completed by the end of November. Related to items in storage, Trustees discussed the possible disposition of a large-format printer that is currently unused.

C. Lindquist also reported that the procurement process will begin soon for the Radio Frequency Identification (RFID) tagging project of circulating materials as funded by Town Meeting. A. Gennis noted that high school students might be able to help tag items as part of community service hours. In addition, the Library will soon begin a pilot program for delivery to home-bound patrons, funded by a Library Services and Technology Act (LSTA) grant from the Massachusetts Board of Library

Commissioners (MBLC). LSTA grants are federal funds administered at the state level by the state Boards of Library Commissioners.

Discuss library funds including donated funds: management, expenditure authorization, select board draft gift policy. A. Gennis and C. Lindquist have provided substantial documentation to Town Counsel and others about the establishment and history of the Millennium Fund. They will not be surprised if they occasionally uncover more information about the history of the fund which will be forwarded to Town Counsel. Trustees should consider and discuss concerns about the proposed gift policy for the Town and its effect on Library operations.

Trustees wondered if there is a question of interest and growth accruing and remaining with the Fund, whether it can be resolved through appropriate action by Town Meeting. Trustees also wondered whether the Board should retain separate counsel to advise Trustees if the Town determines that the previous interest on the Millennium Endowment Fund would not remain with the Fund or if there are other issues with the Fund.

Strategic plan update and discussion including: next steps; review proposed mission, vision, values statements. Trustees received the “Proposed Mission, Vision, Values, Strategic Priorities and Goals document” developed by the Strategic Planning Working Group, it will be discussed the August meeting.

Building maintenance & repair project update and discussion. A. Gennis reported that the PMBC discussed the Library building project at its meeting on July 30, 2024. There have been some modifications to the plans for improving the emergency egress, although the changes may not have fully considered some ADA requirements. The project will likely go out to bid this fall. It was emphasized by Trustees to the Working Group that the building, or part of it, would remain open for limited library services during construction.

Discuss, possibly vote to approve: timing, process, evaluation tool for Director Lindquist’s annual review. Trustees discussed the timeline and evaluation document for Director's evaluation, recalibrated to correspond with a full year of employment with the Town. In the process, Trustees and the Town Manager will complete an anonymous evaluation form and submit it for compilation by HR Manager Kate Ryan. The composite will be presented to the Trustees at a public Board meeting, with the director present, for review and discussion.

C. Hetzner moved to approve adoption of the proposed evaluation tool and evaluation timeline. Second by E. Weintraub. Vote 5-0 to approve. Director Lindquist agrees with the use of both the tool and timeline.

Annual review of Trustee governance including: operations, possible vote of officers Chair, vice-Chair, Secretary. Trustees received a Town of Wayland document, “Principles of Organization for Elected Boards and Appointed Bodies” (the Select Board governance guidelines), along with the Bylaws of the Board of Library Trustees.

A. Gennis was nominated to continue as Chair; L. Hart was nominated to continue as Vice-Chair, and E. Weintraub was nominated to serve as Corresponding Secretary. C. Hetzner moved to approve the

nominations to elect Board officers. Second by W. Treese. Vote 5-0 to approve. W. Treese also agreed to continue taking minutes for the meetings.

Trustees briefly discussed whether meetings should always be recorded.

Policies to disseminate, discuss briefly, for review at a future meeting. C. Lindquist distributed proposed updated versions of several Library policies, including 3D Printing, Internet and Computer Use, Photography and Filming, and Collection Development. He asked Trustees to review the new versions and send him any questions or comments to be incorporated into revisions to be brought forward at the next meeting.

Friends Update. None.

Trustee reports and concerns. None.

Topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

Next meetings. The next meetings are planned for August 21, September 18, and October 16, with quorum checks and adjustments to the schedule as needed.

L. Hart moved to adjourn the meeting. Second by W. Treese. Vote 5-0 in favor.

The meeting adjourned at 11:22 AM.

Respectfully submitted,

Win Treese

Documents for the meeting

2024-06-26 BoLT meeting minutes - DRAFT.pdf

Ann LibrDirPerfomEval Timeline-Process 2023.09.05 -2024.09.04 final.pdf

Ann LibrDirPerformEval Tool 2023.09.05-2023.09.04 final.pdf

Collection Development Policy Current.pdf

Director's Report 073124 Final.pdf

Library Policies Current (3).pdf

Library Policies for Review 073124 Best.pdf

Revised Collection Development Policy Final Draft 073124.pdf

Spending Summary as of 20240723.pdf

ToW SBd Governance Guidelines 2023 final.pdf

Trust fund Summary as of 20240725.pdf

Trustees Circ Stats FY24 New 073124.xlsx

WFPL Board of Library Trustees bylaws 03.21.07.doc

WFPL Proposed Mission, Vision, Values, Strategic Priorities and Goals DRAFT.pdf

WFPL- 2024.07.31 TE Agenda.docx.pdf

Emails for the meeting

Email from CL, 7/2/24, Fwd: [trustees-announce] United for Libraries virtual conference

Email from AG, 7/15/24, WFPL- confirming trustee meeting dates

Email from CL, 7/26/24, Re: Board packet: May 29, 2024

Email from CL, 7/26/24, Board packet: July 31, 2024

Email from AG, 7/29/24, WFPL reminder Trustee Meeting Wed. Aug 31 at the library 9:00...

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, September 18, 2024
9:00 AM
Wayland Free Public Library 5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (chair), Elaine Donnelly, Leah Hart, Candace Hetzner, Win Treese (joining remote), Emily Weintraub, and Director Christopher Lindquist.

The meeting was called to order at 9:05 AM.

Public Comment. A. Gennis reported a community group interested in developing a new newspaper for Wayland will present at the Library on October 10, 2024. The meeting will be open to the public.

A. Gennis also noted that the public libraries in Boston, Brooklyn, and Seattle offer for patrons aged 13-26 throughout the United States and its territories a “Books Unbanned” e-library card. This e-card program is in response to library book bans nationwide-wide with coordinated attempts to remove or make library materials otherwise unavailable by keeping them checked out, hiding materials within libraries, etc. so interested patrons, particularly teens, have no access to them. Any teen, nationwide or in the US Territories, can sign up for a “Books Unbanned” library card from a number of regional libraries nationwide.

August 21, 2024 draft minutes, review, possible vote to approve. E. Donnelly moved to approve the minutes of the August 21, 2024, meeting as distributed. Second by C. Hetzner. Roll call vote: Gennis, aye; Donnelly aye; Hart aye; Hetzner aye; Treese aye; Weintraub aye. Vote 6–0 to approve. (Roll call votes were required in this meeting because W. Treese was participating remotely.)

Review monthly reports: Financial, Statistical, Director’s Report. Trustees reviewed the regular monthly reports. Trustees discussed the letter from the Treasurer giving recommended spending limits for the Library trust and other funds. The letter included a spending limit for the Millennium Fund as the status of the fund remains in question. Trustees discussed sending a response that the position of the Board is that spending from the Millennium Fund, is not restricted in this way and that receipt of the letter does not indicate that Trustees agree with a spending limit on the Fund.

Trustees considered the Circulation Report and discussed how to interpret some of the data. Director Lindquist suggested that this may be an appropriate topic for a future meeting.

C. Lindquist reported two recent hires: a new full-time Assistant Director to replace retiring Assistant Director Andy Moore (who has agreed to help with training), and a new part-time Children’s Librarian. The Library is also interviewing candidates for a part-time Outreach Services Coordinator, which is a position supported by grant funding. This is the next step in providing delivery of materials to home-bound patrons in Wayland. The staff is also working on ways to raise awareness about the opportunity.

He also reported that the Swain Collection will be temporarily relocated upstairs ahead of the upcoming work on the Children’s Room. In preparation for beginning the RFID tagging process for books and

materials (with thanks to Town Meeting for approving the funding for it), some weeding on the collection has temporarily intensified to avoid tagging materials that would normally be weeded soon after.

Work continues on the new strategic plan, with a delay in the planned timetable because the planning consultant has been temporarily unavailable. The MBLC has already extended our deadline, but we will be unable to apply for state or federal grants next year. There are no other significant side effects.

Annual Report draft, discuss, possible vote to approve. Trustees reviewed the draft annual report, with a few minor copy edits suggested. L. Hart moved to approve the annual report with the copy edits; second by E. Weintraub. Roll call vote: Gennis, aye; Donnelly aye; Hart aye; Hetzner aye; Treese aye; Weintraub aye. Vote 6–0 to approve.

Policies update, discuss, possible vote to approve: a. Collection Development (last reviewed, 2022), b. Internet and Computer Use (last reviewed, 2018). This item was passed over, except for a brief observation from Trustees to add language disclaiming liability for security incidents related to the use of Library networks or computers.

Library budget: a. Annual operating budget, review, possible vote to approve. b. 5-Year Capital Improvement Plan, discuss, update: 1. Current Repair & Maintenance, projects from earlier years, 2. RFID (radio frequency identification) project, 3. Upcoming projects/concerns. c. State Aid, discuss use, possible vote. Discussion of the annual operating budget was deferred, because the Town has not yet provided sufficient guidance on the budget preparation and timeline.

C. Lindquist noted that the Town has begun work on the rolling 5-year Capital Improvement Plan (CIP). He has suggested adding a generator for the Library to the plan, which would be valuable given the increased use of the Library as a cooling or warming center during extreme weather.

C. Lindquist said that the Town Finance Director has inquired about having State Aid funds charged for some administrative expenses of the Town. As background, “State Aid” funds are provided by the Commonwealth to public libraries through an annual application process. Some towns have a memorandum of understanding with their town administration to retain interest on the funds for the town library, instead of interest accruing to the town’s general fund; Wayland does not have such an arrangement. By state law, the funds may be expended only by the Library for library purposes, are held by the Treasurer in a separate account for the Library, and roll over from year to year, with interest accruing to the general fund. After discussion, Trustees expressed a strong consensus that this request would not be an appropriate use of State Aid funds. C. Hetzner moved to affirm that the Board of Library Trustees has the sole power to determine the use of State Aid funds; second by E. Donnelly. Roll call vote: Gennis, aye; Donnelly aye; Hart aye; Hetzner aye; Treese aye; Weintraub aye. Vote 6–0 to approve.

Director annual evaluation, update. A. Gennis reminded Trustees to submit the forms for the Director’s annual evaluation.

Building maintenance & repair project update, discussion including: a. Permanent Municipal Building Committee meeting updates, b. Working group progress including concerns re: schedule for work, parking, continuing library operations during the work. A. Gennis reported that at a recent Permanent Municipal Building Committee meeting, members of the PMBC expressed disappointment

with the design firm and the many delays on the Library building project. For one example, the elevator work is six weeks behind schedule and does not yet have a subcontractor. In other building project news, the Conservation Commission has approved necessary work around the exterior of the building.

A. Gennis also reported that the plans for wheelchair access via the Children's Room will require allocating two parking spaces at the far end of the lower of parking lot for accessible vans. Trustees would like to have some discussion with other parts of the Town government to see what can be done about the lack of parking at the Library, particularly with the now-common use of the parking lot for access to the Rail Trail.

Friends update. This item was passed over.

Trustee reports and concerns. A. Gennis reported that the Town Manager has asked Town departments about possible uses of ARPA funds. She also noted that WCVB's program "Chronicle" recently had an episode devoted to public libraries.

E. Donnelly left the meeting at 10:45 AM.

Greet and thanks to Andy Moore, Assistant Director, on his retirement. Assistant Directory Andy Moore joined the meeting. Trustees thanked him for his many years of service in different roles at the Wayland Library.

Topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

Next meetings. The next meetings are planned for October 23 and November 20, with quorum checks and adjustments to the schedule as needed.

Adjourn. L. Hart moved to adjourn the meeting. Second by C. Hetzner. Roll call vote: Gennis, aye; Hart aye; Hetzner aye; Treese aye; Weintraub aye. Vote 5-0 to approve.

The meeting adjourned at 10:53 AM.

Respectfully submitted,

Win Treese

Documents for the meeting

ARIS USAGE STATISTICS FY2021 - FY2024.pdf

Director's Report 091824 Final.pdf

FY2025.pdf

Public Computer and Internet Use Policy Final Revised Draft 091824 (2).pdf

Spending Summary as of 20240917.pdf

Trust fund Summary as of 20240917.pdf

Trustees Circ Stats FY25 New 091824.xlsx

WFPL - 2024.08.21 Trustee Minutes_pdf (1).pdf

WFPL - 2024.09.18 TE Agenda - final revised.pdf

WFPL FY2024 Annual Report DRAFT BOLT 091824. AAG - clean.pdf

Emails for the meeting

Email from CL, 8/29/24, Director's reports from September 2023 August 2024; FY2023

Email from AG, 9/7/24, WFPL - Director Evaluation tool and timeline reminders

Email from AG, 9/9/24, WFPL- corrected timeline for Library Director Annual Review Proc

Email from AG, 9/10/24, WFPL - Director's self-evaluation attached

Email from AG, 9/12/24, WFPL- Quorum check - Wed. Sept. 18th & appreciation planning

Email from CL, 9/13/24, Board packet: September 18, 2024

Email from CL, 9/17/24, Board packet - Part II: September 18, 2024

Email from AG, 9/17/24, wfpl • reminder trustee meeting 9:00 a.m. Wed. Sept 18, 2024

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, October 23, 2024
9:00 AM
Wayland Free Public Library 5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (chair), Leah Hart, Candace Hetzner, Win Treese, Emily Weintraub, and Director Christopher Lindquist. Absent: Trustee Elaine Donnelly.

Present for part of the meeting: Strategic Planning Consultant Deb Hoadley (via Zoom); Emily Kristofek (Liaison for the Friends).

The meeting was called to order at 9:02 AM.

Public Comment. None.

Review, possible vote to approve September 18, 2024 draft minutes. L. Hart moved to approve the minutes as distributed. Second by Candace Hetzner. Vote 5-0 to approve.

Director's annual performance evaluation. In open session, Trustees received the composite evaluation report prepared by Town Human Resources Director Katherine Ryan, which was based on a survey form completed by each Trustee individually. L. Hart expressed appreciation for Director Lindquist's first year in the position. Trustees echoed L.Hart's appreciation. Director Lindquist accepted the review.

A discussion of the Director's goals for the coming year was deferred, as was a review of the evaluation tool.

Review monthly reports: Financial, Statistical, Director's Report. Trustees briefly reviewed the regular monthly reports. The Director's report noted that the Strategic Plan will be submitted beyond the Massachusetts Board of Library Commissioner's deadline due to the planning consultant's unavoidable absence for a period of time, which prevents the Library from applying for state library grants in the next fiscal year. However, because of the ongoing maintenance and repair work, a current grant which is just in progress for homebound deliveries, and the upcoming RFID project, delaying an LSTA grant application until the following fiscal year allows full completion of these large projects.

A. Gennis noted that in-person attendance for adult-oriented programs has increased. Also, the Library has had more visibility at public town events.

Policies update. Trustees reviewed the updated policy on Internet and Computer Use, which was last revised in 2018. The policy will be posted on the web site, bulletin boards, and the confirmation screen for using the public computers. C. Lindquist will look into adding it as part of confirmation for joining the Wi-Fi network. W. Treese moved to approve the policy as distributed. Second by L. Hart.. Vote 5-0 to approve.

A discussion of the proposed revisions to the Collection Development Policy was deferred.

Other business. L. Hart moved to approve the proposed 2025 Holiday closures. Second by W. Treese. Vote 5-0 to approve. L. Hart moved to approve Ingram invoice #60395402 for \$231.81 using the Swain Fund to pay for Children's books and materials. Second by W. Treese. Vote 5-0 to approve.

Strategic plan update with planning consultant Deb Hoadley, including review draft, next steps, possible vote to approve. Deb Hoadley joined the meeting via Zoom. The Library retained Ms. Hoadley to assist with developing the Library's new five-year Strategic Plan for FY2026–FY2030. The draft plan was developed by the Strategic Plan Working Group, which consists of Christopher Lindquist (Library Director), Amy Conway (Library Office Manager), Pam McCuen (Head of Youth Services), Aida Gennis (Chair, Board of Library Trustees), Win Treese (Trustee), and Planning Consultant Deb Hoadley.

The draft plan was created based on extensive public input gathered by Ms. Hoadley. This included two meetings of a focus group of community representatives, one considering the state of the Wayland community in general and one considering the state of the Library; several smaller focus groups focusing on particular areas of interest or demographics; and interviews with many town officials. After these meetings, Ms. Hoadley created a survey for Wayland residents, conducted both online and on paper, with survey items informed by the issues and questions raised at those meetings. Ms. Hoadley will be revising the plan based on discussion at the meeting.

Annual Budget and Five-Year Capital Improvement Plan. Director Lindquist has prepared an initial budget draft based on level services. He is awaiting detailed budget guidance from the Town to propose a budget per the guidance. For the Five-Year Capital Improvement Plan, Director Lindquist recommends the continued work on exterior landscaping and programming upgrades, further implementation of Radio Frequency Identification tags for checking out library materials, and a generator for the building for use in providing a reliable heating/cooling station for the Town.

Use of State Aid. C. Lindquist reported that he received a request that the Library contribute monies from State Aid funds to pay for "administrative costs." The Trustees' understanding is that this is not an appropriate use of State Aid. The Finance Director was invited to attend today's meeting to clarify. C. Lindquist and Chair Aida Gennis will follow up with the Town Manager on this request.

Trustee Funds. Trustees discussed that the better way to resolve the status of the Millennium Fund is to propose a warrant article for a Special Act for Town Meeting, which upon approval, moves to the Legislature. A Special Act would allow the Millennium Fund to function as originally intended, with expenditures and clear spending authority vested in the Trustees and for growth and investment income to remain with the fund. Trustees discussed separate assistance from outside counsel to advise on language within a special act to ensure such intent would be clear. L. Hart moved that Trustees go forward with the development of a special act reflecting the terms of the Millennium Fund, ensuring the operations and expenditure of the Fund be under Trustees authority alone, that the existing monies and future donations be retained with their interest and growth ensuring donors intentions are met. Second by E. Weintraub. Vote 5-0 to approve.

Building Maintenance and Repair Project. A. Gennis reported that the Permanent Municipal Building Committee (PBMCC) is quite frustrated with the progress on the Library building work (a sentiment shared by the Trustees). Despite repeated discussion and direction to the design firm to move the project ahead,

progress has still been slow, at best. The working group continues to work through concerns related to the schedule of work, effects on available parking, and maintaining Library operations during the work. A letter to abutters about the project has been sent out, although the anticipated schedule described in the letter turns out not to be accurate because the designfirm has not met schedule targets.

E. Weintraub left the meeting at 11:25 AM.

Continued discussion of Millennium Fund. L. Hart drafted a letter in response to the Town Treasurer's letter of August 20, 2024, that provided recommendations for spending amounts from the Library's funds. In particular, the response questioned whether such a recommendation was appropriate for the Millennium Fund. Trustees suggested some minor revisions to the letter. C. Hetzner moved to send the letter with the proposed revisions. Second by W. Treese. Vote 4-0 to approve.

Friends update. Emily Kristofek joined the meeting to report from the Friends. She said that total book sales from the Raytheon Room have now exceeded \$10,000, and the Friends are very happy about how it is working out.

Trustee reports, concerns; and topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

Next meeting dates. The next meetings for the Board of Library Trustees are planned for November 20, 2024; December 18, 2024; and January 15, 2025. These dates may be adjusted as needed.

Adjourn. L. Hart moved to adjourn. Second by Candace Hetzner. Vote 4-0 to approve.

The meeting adjourned at 11:48 AM.

Respectfully submitted,

Win Treese

Documents for the meeting

2024-09-18 BoLT meeting minutes - FINAL DRAFT.pdf

2025 Holiday Closings DRAFT.pdf

Board packet for the Board of Library Trustees meeting on 102324 additional documents.pdf

Director's Report 102324 Final.docx.pdf

Exhibits Report 202410.pdf

FY2024 Annual Report Library FINAL COPY.pdf

FY2026 Budget Draft_MAIN ABRIDGED.pdf

Letter to Bretton Marasco draft.docx

Lib Dir Lindquist_Performance Eval Compsite_final_10.16.24.pdf

SKM_C22724101611110.pdf

Spending Summary as of 20241015.pdf

Swain Fund Ingram Invoice.pdf

Trust fund Summary as of 20241018.pdf

Trustees Circ Stats FY25 New (1).xlsx

WAYLAND FREE PUBLIC LIBRARY STRATEGIC PLAN-rev 10.22.24.docx (2).pdf

WFPL - 2024.10.23 TE agenda -1.pdf

WFPL Public Computer and Internet Use Policy_EKD suggestions.docx (1).pdf
Wayland Executive Summary 1 copy.jpg

Emails for the meeting

Email from AG, <https://www.nytimes.com/2024/09/23/opinion/book-bans-librarians.html?unlocked..>,
WFPL

Email from WT, 9/26/24, Draft of minutes from BoLT meeting 9/18/24

Email from CL, 9/30/24, Re: Register for a Listening Session on Your Experiences in Wayland

Email from WT, 10/13/24, Re: 9/18 Minutes

Email from WT, 10/14/24, Final draft of minutes from 9/18/24 BoLT meeting

Email from WT, 10/15/24, Re: Plan revision

Email from DH, 10/16/24, Re: Plan revision

Email from CL, 10/19/24, Board packet: October 23, 2024

Email from CL, 10/21/24, Board packet for the Board of Library Trustees meeting on 10/23/24

Email from CL, 10/22/24, Revised Strategic Plan FY2026 - FY2030

Email from AG, 10/23/24, WFPL - Dir. C.Lindquist Performance Evaluation Composite 10.16..

Email from AG, 10/23/24, Send